

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: OCTOBER 28, 2009

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMMES
GIRARD
STEC
VANNESS
TAYLOR

OTHERS PRESENT:

CANDACE KELLY, DIRECTOR, OFFICE FOR THE AGING
WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING
SHARON SANO, SENIOR COUNSELOR OF EMPLOYMENT &
TRAINING
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL
SERVICES
JOAN SADY, CLERK OF THE BOARD
SUPERVISOR PITKIN
SUPERVISOR STRAINER
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *THE ADIRONDACK JOURNAL*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BENTLEY
SOKOL

Mrs. Simmes called the meeting of the Human Services Committee to order at 10:57 a.m.

Motion was made by Mr. Taylor, seconded by Mr. Stec and carried unanimously to approve the minutes of the September 21, 2009 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Candace Kelly, Director, Office for the Aging (OFA), who distributed copies of the agenda to the Committee members, a copy of which is on file with the minutes.

Mrs. Kelly requested authorization for a new contract with Golden Lane Associates to provide for administration of MIPPA (Medicare Improvement for Patients and Providers Act) funds under the HIICAP (Health Insurance Information Counseling and Assistance Program), for a term commencing November 1, 2009 and terminating March 31, 2010, for a total amount not to exceed \$9,206.

Motion was made by Mr. Taylor, seconded by Mr. Stec and carried unanimously to approve the request for a new contract as outlined above and the necessary resolution was authorized for the November 20, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Kelly presented a request for a transfer of funds from Point of Entry (POE), Furniture, to Office Equipment, in the amount of \$2,000, for the replacement of computer hardware.

Motion was made by Mr. Taylor, seconded by Mr. VanNess and carried unanimously to approve the request for a transfer of funds as outlined above and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

The next request presented by Mrs. Kelly was for the approval to host the mandatory nutrition staff training to be held at a mealsite location, with sandwiches brought in for lunch, for a total cost of \$170.

Motion was made by Mr. Girard, seconded by Mr. Stec and carried unanimously to approve the request to host the nutrition staff training as outlined above. *A copy of the request to Host Meeting or Convention is on file with the minutes.*

Mrs. Kelly stated that she would provide an update regarding alternative solutions relative to cost reductions whereby the meal price was raised and mileage reimbursement had been reduced. She noted that a letter containing pertinent information for volunteers had been drafted and awaited approval from the County Attorney prior to distribution. She apprised that only one complaint had been received and was related to the meal price. Joan Sady, Clerk of the Board, stated that she had asked the County Attorney if the reduction in mileage reimbursement was acceptable and would follow up with him regarding the request.

Addressing The Cedars expenses for home delivered meals, Mrs. Kelly stated that she planned to meet with Kevin Geraghty, Budget Officer, tomorrow to review the issues.

A discussion ensued which pertained to kitchen safety and the pump station. Mrs. Kelly asked if there was a County employee(s) authorized to clean the stove hood, which could result in cost savings. Hal Payne, Commissioner of Administrative & Fiscal Services replied affirmatively, and he noted that although County staff could perform janitorial work on the hood, inspections must be carried out by an authorized safety inspector. Mrs. Kelly noted that 7,387 meals were prepared at The Cedars in September which reflected a typical month. Mr. VanNess recommended that Mrs. Kelly meet with Bill Lamy, Superintendent of the Department of Public Works, with regard to the work that needed to be done, including the possible transfer of a trash depository from the County Center to The Cedars.

On a positive note, Mrs. Kelly stated, that a correspondence was received from the New York State OFA which extended congratulations to the Warren County OFA for the local nutrition program which ranked in the top 12 meal programs, which she said was significant for a County of this size. Mrs. Kelly extended appreciation for the efforts of the OFA staff for the significant amount of work carried out in a minimal workspace.

That concluded the OFA portion of the meeting and privilege of the floor was extended to Bill Resse, Director of the Employment & Training Administration, who distributed copies of the agenda to the Committee members.

Mr. Resse presented a request for a transfer of funds from various codes for a total amount of \$66,239.20 for which the detailed resolution request form was included with the Agenda. He stated that the transfer request was the result of grant funding received.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to approve the request to transfer funds as outlined above and to refer same to the Finance Committee. *A copy of the request for Transfer of Funds is on file with the minutes.*

Next, Mr. Resse presented a request to amend the 2009 County Budget to increase estimated revenues and appropriations in the amount of \$9,000 to reflect receipt of Federal Workforce Investment Board (WIA) funds.

Motion was made by Mr. Stec, seconded by Mr. Girard and carried unanimously to approve the request to amend the 2009 County Budget as outlined above and to refer same to the Finance Committee. *A copy of the request to Amend County Budget is on file with the minutes.*

Mr. Resse presented a request to fill the vacant position of Employment & Training Administration (ETA) Counselor, base salary of \$30,222, Grade 9, Employee No. 10239, due to resignation. He stated that he would like to fill the position with the current part-time ETA Counselor contingent upon approval.

Motion was made by Mr. VanNess, seconded by Mr. Taylor and carried unanimously to approve the request to fill the vacant position of full-time ETA Counselor as outlined above, and to refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Mr. VanNess asked if the full-time position was fully grant funded and Mr. Resse responded affirmatively. Mr. Resse noted that the part-time position which allowed up to 30 hours per week, was also fully funded and included fringe benefits. He stated that the Department would require the part-time position at least through September 2010 and he noted that funding was awarded annually in the spring. Mr. Resse added that the Summer Youth Program may require more hours of the part-time staff in the future. He requested to fill the part-time ETA Counselor, base salary of \$30,222 prorated, Employee No. 5155, due to promotion.

In terms of hiring, Mr. Payne inquired if those individuals that had been selected for layoff would be considered for other County openings such as this, and he suggested that Mr. Resse address the issue with Todd Lunt, Director of Human Resources.

Motion was made by Mr. Stec, seconded by Mr. VanNess and carried unanimously to approve the request to fill the vacant position of part-time ETA Counselor as outlined above, and to refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Mr. Resse announced his retirement to be effective in approximately three months or in late January. Much careful thought, he stated, preceded his decision and he offered to share his ideas relative to options with which the Department might proceed after the staff change. Mr. VanNess noted the years of valuable experience that Mr. Resse has given the Warren County.

Mr. Resse conveyed his passion for the work he performed as Director of ETA and offered his assistance in any way necessary.

Regarding initiatives for the Center, Mr. Resse informed of a new program available to the ETA Center. The Smart 2010 resume service, he said, was a state-of-the-art, artificial intelligence based program. He explained that once a resume was submitted to the database, the program searched job openings within seconds or minutes, and the top ten job matches were sent to the job seeker via email. He added that several days following the first email, the system would automatically generate an email which included information on lower level positions within the same field.

Mr. Resse apprised that he had been notified by the State of the release of free Microsoft licenses for use by the One Stop Centers as part of the e-learning program which had been well received by job seekers at the Center. He stated that some of the licenses that would become available were related to Information Technology, general software applications, access to vouchers for various certifications, all of which were free of charge. He stated that more information would be forthcoming and this was an important free public service.

Privilege of the floor was extended to Sharon Sano, Sr. ETA Counselor, who summarized the ETA Summer Program Report for 2009 and noted the increased enrollment for the 2009 Summer Program. She pointed out the collaborative efforts with the Council for Prevention which included team building, Adirondack Community College and Cornell Cooperative Extension, Operation Food Chain free lunches through BOCES, career exploration, an article in the Glens Falls Leader and general highlights which included pictures.

Mr. Resse noted that the main purpose of the Youth Employment Program was to extend a work experience to youth thereby providing the opportunity to grow and enhance life skills relative to employment which included, but was not limited to, taking responsibility and the development of communication and interpersonal skills.

Addressing performance results, Mr. Resse explained that performance criteria was based on the joint performance of Warren, Saratoga, and Washington Counties and included all unemployment insurance recipients within the tri-counties. He stated that WIB and the State made the evaluations for which there were two categories, common measures and system goals, respectively. The State guidelines, he said, included an improvement plan for any criteria that were not satisfactory. One area in need of improvement was the initial assessment process, which he said, was in its first year across the State, and most Counties did not meet the goal due to lack of time for preparation. He added that the second area involved those exiting the unemployment insurance program.

Mrs. Sady requested a copy of the performance results and improvement plans from Mr. Resse.

Concluding the Agenda review, Mr. Resse reported a successful audit relative to the expenditure of stimulus funds. The audit, he said, focused on the summer program, payroll, general rules, and all requirements were achieved.

There being no further business before the Human Services Committee, on motion by Mr. Girard and seconded by Mr. Van Ness, Mrs Simmes adjourned the meeting at 11:30 a.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist